



The City of Rocky Mount appreciates your interest in the Police Department. Listed below are the minimum standards for employment as a Police Officer. Eligible applicants should:

- A. Be a U.S. Citizen
- B. Be at least 20 years of age
- C. Be of good moral character as determined by a background investigation
- D. Not have been convicted of any of the following:
 - 1. A Felony,
 - 2. A crime punishable by more than 2 years imprisonment
 - 3. An offense involving moral turpitude
- E. Be a high school graduate or have passed the General Education Development (GED) test indicating high school equivalency
- F. Have a valid N.C. Drivers License
- G. Have visual activity sufficient to safely and efficiently perform the essential job functions; vision must be corrected by 20/20
- H. Reside within fifty (50) direct miles of the center of Rocky Mount (designated as the intersection of S. Church Street and Sunset Avenue)

Successful compliance with the above standards qualifies you to consider a challenging and rewarding career in law enforcement offered by the Rocky Mount Police Department. The application process is as follows:

1. Submit to the Police Department Recruiter or to the City of Rocky Mount Human Resources Department a completed application for employment, to include:
 - a. Copy of High School or GED and College Diploma
 - b. Official sealed copies of High School or GED and College Transcripts (may be mailed directly to the Police Department Recruiter or sealed within application)
 - c. Copy of Birth Certificate
 - d. Copy of Marriage License or Divorce Decree
 - e. Current Copy of Credit Report (www.equifax.com)
 - f. Current Criminal Record from every county lived in or charged in since age 16
 - g. Copy of Social Security Card and Drivers License
 - h. Physician Statement Form signed by a Physician (POPAT Authorization)
 - i. Authorization for Release of Records
 - j. Complete Personal History Statement (Form-F3) online at www.ncf3.com
NOTE: Once completed, print the online version and have it notarized and submit with your application packet. If you encounter problems with the online version or have questions, please call 866-761-0764.
2. Initial Interview and Written Examination administered by the Police Department Recruiter.
3. POPAT (Police Officers Physical Abilities Test) Current NC BLET Certified Officers are exempt
4. Interview before an Oral Review Board
5. Be administered a Polygraph Examination by a licensed Polygraph Examiner. **NOTE: Results of the Polygraph Examination are not the sole factor for determining employment.**
6. Background Investigation conducted by a Police Department Background Investigator
7. Psychological Examination conducted by a licensed Psychologist (The FMRT Group)
8. Interview with the Chief of Police
9. Pass a comprehensive medical examination and drug screen

The application process can take up to approximately three months to complete. All required documentation has to be submitted prior to the application process beginning. All information should be detailed and accurate.

The City of Rocky Mount is an Equal Opportunity/Affirmative Action Employer. All qualified persons are encouraged to apply.



City of Rocky Mount Police Department Immediate Disqualifiers

Police Officer Applicants can be immediately rejected from further consideration for any one or combination of the following:

- Any conviction of a felony.
- Any conviction of a crime for which the punishment could have been more than two (2) years.
- Conviction of two or more crimes or unlawful acts defined as Class B Misdemeanors within the preceding five (5) years. Examples: Breaking and Entering into Buildings, Concealment of Merchandise, Receiving Stolen Goods, Worthless Check over \$100, Worthless Check – Closed Account, Harassing Telephone Calls, Resisting Officers, Impersonation of a Police Officer, Stalking, Child Abuse, Abandonment, Possession of Schedule VI (marijuana) and Consumption on Street or Sidewalk.
- Conviction of one or more crimes or unlawful acts as defined as Class A Misdemeanors within the preceding four (4) years. Examples: Assault on a Female, Assault on Government Officer, Violation of Domestic Violence Protective Order and Misdemeanor Larceny.
- Crimes or acts involving moral turpitude (anything done contrary to justice, honesty, modesty or good morals. It implies something immoral in itself, regardless of its being punishable by law).
- Traffic Violations
 - For a period of three years preceding application or any time after the date of application, having a driver's license revoked or suspended, or pleading guilty to, entering a plea of no contest to, or being convicted for a traffic offense which may result in the suspension or revocation of driving privileges.
 - A DUI or DWI conviction within the past five (5) years. Any convictions over the five (5) year time frame will be reviewed on a case by case basis.
- Any involvement in the sale and/or distribution of illegal drugs.
- Prior usage of illegal drugs is evaluated for the extent of the use and how recent the usage has been. Use of "hard drugs" is an automatic disqualifier.
- Dishonorable discharge from any military service (less than honorable discharge will be reviewed on a case by case basis).
- Untruthfulness or the intentional withholding of information on any application, interview, or paperwork associated with the position.
- Deliberate inaccuracies or incomplete statements.
- Cheating on any examination or testing associated with the position.
- Not meeting basic requirements with the position as defined by the Criminal Justice Education Training and Standards Commission.



Rocky Mount Police Department Pre-Employment POPAT Procedures

The Rocky Mount Police Department will administer a Pre-Employment POPAT (Police Officer Physical Abilities Test) to all Police Cadet Applicants. The POPAT measures the applicants' abilities to perform tasks related to the job of a police officer. The POPAT is a requirement for certification as a Law Enforcement Officer in North Carolina and all candidates will be required to complete the test in 7:20 prior to graduation from the Police Academy. This pre-test will provide the Academy Staff with an assessment of each applicant's physical fitness.

The pre-employment POPAT will not be used to disqualify anyone from employment. A North Carolina certified Physical Fitness Instructor will administer the test and will consult applicants on ways to improve their performance. Our specialized physical fitness instructors are CPR certified and have a first aid kit on hand at all times.

The applicant is responsible for preparing for this test by running and performing push-ups and sit-ups. The POPAT Physician's Statement Form must be completed and signed by a Medical Doctor prior to testing.



City of Rocky Mount Pre-Employment POPAT (Police Officer Physical Abilities Test)

The applicant will start the test by sitting in the driver's seat of a patrol vehicle. The seat belt will be properly fastened around the body and the hands will be at 10 and 2 on the steering wheel. The applicant will be given two street names orally. The time will start when the applicant takes his/her hands off the steering wheel.

1. The applicant will remove his/her seat belt, exit the patrol vehicle and advance 100 yards on foot. The applicant will turn around and return 100 yards to the patrol vehicle.
2. The applicant will open the passenger door and remove the seat belt fastened around a victim (150lbs), body drag the subject 50 feet and place gently on the ground.
3. The applicant will then scale a set of 3-up and 3-down steps three times.
4. The applicant will then advance 25 feet on foot and use body force to open a 50-lb. metal door.
5. The applicant will then perform 20 military style push-ups followed by 20 sit-ups.
***(Note: Push-ups and sit-ups will be standardized with no modification for gender or age.)**
6. The applicant will then advance on foot back to the steps and scale and circle the same staircase as before.
7. The applicant will then advance on foot 25 feet from the staircase to a 40-foot enclosed culvert. The applicant will enter the culvert and crawl through on hands and knees.
8. Upon exiting the culvert, the applicant will again perform 20 push-ups and 20 sit-ups.
9. The applicant will then advance on foot 100 yards and return 100 yards to the patrol vehicle.
10. The applicant will then grab the victim (standing by the vehicle) and drag the victim 50 feet. The applicant will then give the two street names in the same order they were given at the start of the test. Once this is completed, the clock will stop. (If the applicant does not remember the street names, he/she will have to advance 100yds and return 100yds to the corner of the steps; then, the clock will stop.)



POLICE DEPARTMENT

City of Rocky Mount Police Department Physician Statement Form

_____ (Print applicants name) has applied for employment with our agency as a police officer. Part of the hiring process requires the applicant to participate in our Police Officers Physical Abilities Test (POPAT). Please read the required activities listed below and determine if the stated applicant, in your opinion, can safely perform the POPAT.

The POPAT Includes:

- **The applicant will advance on foot 200 yds;**
 - **Drag a 150-lb victim from a vehicle for 50 feet.**
 - **Climb a group of five steps up and down three times.**
 - Open a 50-lb metal door with body force.
 - **Perform 20 push-ups and 20 sit-ups.**
 - Crawl through a 40 foot enclosed culvert.
- *Bolded items will be performed twice during the test.**

I have read the description of the physical abilities test and state that

_____ (Print applicant's name) can safely perform
the physical abilities test as described in the attached document, which I have reviewed.

Print/Type Name of Physician

Physician Signature

Date



Physician Office Stamp



POLICE DEPARTMENT

Authorization for Release of Records

In order to determine my suitability for employment, the Rocky Mount Human Resources Department is conducting a personal background investigation.

I, _____ do hereby authorize any military organization, educational institutions, governmental agencies, banks and credit agencies, former and present employers, and individuals to furnish to the Human Resources Director, City of Rocky Mount, NC or her authorized agent, all available information regarding me, whether or not it is in their records. I hereby release them from civil or criminal liability whatsoever for issuing the same.

I understand that all information gathered during the course of this investigation is to be held in the strictest of confidence.

I hereby certify that there are no willful misrepresentations or falsifications of my statements and answers to the questions. I am aware that should an investigation disclose such misrepresentation or falsification, my application will be rejected.

Signature

Date

Witness

CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION



CRIMINAL JUSTICE STANDARDS DIVISION
APPLICATION FOR LAW ENFORCEMENT EMPLOYMENT

FORM F-14
(REVISED 7-00)

I. PERSONAL DATA

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____ SOCIAL SECURITY NO.: _____

ADDRESS: _____
(Street or RFD)

(City or Town) (County) (State) (Zip)

TELEPHONE: _____
(Area Code)

DATE OF BIRTH: _____ CITIZENSHIP: _____
(If not U.S. specify)

EDUCATION: H. S. GRADUATE _____ GED _____ COLLEGE _____
(Specify degree or credit hours attained)

II. ANSWER EACH QUESTION

1. HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A SERIOUS MISDEMEANOR?

YES ☐

NO ☐

2. HAVE YOU SUCCESSFULLY COMPLETED A COMMISSION ACCREDITED BASIC LAW ENFORCEMENT TRAINING COURSE?

YES ☐

NO ☐

(If yes, specify _____)
Date Accredited School

3. HAVE YOU EVER BEEN, OR ARE YOU NOW, CERTIFIED BY THE NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION (OR A SIMILAR AGENCY IN ANOTHER STATE)?

YES ☐

NO ☐

(If another state, specify _____)

III. SPECIAL OR LOCAL REQUIREMENTS

FOR AGENCY USE ONLY

IV. CHECKLIST OF REQUIRED DOCUMENTS

- _____ RESULT OF FINGERPRINT RECORD CHECK
- _____ PERSONAL HISTORY STATEMENT (F-3)
- _____ PROOF OF EDUCATIONAL ATTAINMENT
- _____ MANDATED BACKGROUND INVESTIGATION FORM (F-8)
- _____ PROOF OF BASIC TRAINING COMPLETION
- _____ MEDICAL HISTORY STATEMENT (F-1)
- _____ MEDICAL EXAMINATION REPORT (F-2)
- _____ REPORT OF APPRAISAL INTERVIEW (F-4)
- _____ REPORT OF APPOINTMENT (F-5A LE) (AGENCY COPY)
- _____ DOCUMENTATION OF DRUG SCREENING RESULTS
- _____ PSYCHOLOGICAL EXAM RESULTS
- _____ FIREARMS QUALIFICATION RECORD (F-9A)